



CANNON BUILDING
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BOARD OF FUNERAL SERVICES

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MEETING MINUTES:	BOARD OF FUNERAL SERVICES
DATE AND TIME:	January 23, 2018 at 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	March 27, 2018

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Chad Chandler, Professional Member
Jane Hovington, Public Member
Harvey Smith, Jr., Professional Member

MEMBERS ABSENT

Ann Happoldt, Public Member
Danna Levy, Public Member
Bill Torbert, Professional Member

DIVISION STAFF

Aisha Hoke, Administrative Specialist II
Meredith Hurley, Administrative Specialist II
Kevin Maloney, Deputy Attorney General

PUBLIC PRESENT

None

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:00 a.m.

PUBLIC RULES AND REGULATIONS HEARING

The public hearing was called to order at 10:01 a.m. Verbatim testimony was recorded electronically. Mr. Maloney stated the purpose of the hearing. The following items were marked as Board Exhibits for the record: Board Exhibit 1 – News Journal publication affidavit and Board Exhibit 2 – Delaware State News publication affidavit. The Board introduced themselves for the record. The floor opened for public comments. There were no public comments. The Board will deliberate on all public comments during the March 27, 2018 meeting. The Board went off the record at 10:08 a.m.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – December 5, 2017

Mr. Smith moved, seconded by Ms. Hovington, to approve the December 5, 2017 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Ratification of Licensure

Mr. Chandler moved, seconded by Mr. Smith, to ratify the Funeral Director Limited license for Kyle Rawls. By unanimous vote, the motion carried.

Mr. Smith moved, seconded by Ms. Hovington, to ratify the Funeral Resident Intern license for Whitney Foard. By unanimous vote, the motion carried.

Review of Applications for Continuing Education Approval

Mr. Chandler moved, seconded by Ms. Hovington, to approve the 6 hours requested by Matthew Genereux for "Various Courses Offered by Pittsburgh Institute of Mortuary Science". By unanimous vote, the motion carried.

Review of Applications for Licensure

Ms. Hovington moved, seconded by Mr. Chandler, to approve the embalming and quarterly reports submitted by Zachary Jones and to approve him for Funeral Director contingent on completion of his one year internship and a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

CORRESPONDENCE

Mr. Parsell summarized the letter sent from The Conference stating that Delaware is using their exam and what the rules are for examination.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

Mr. Parsell asked about the regulation changes and how the information of the changes will be posted. Ms. Hurley stated that the information can be plugged into the next renewal notices that will go out this year.

The Board discussed how the stand alone crematories will be noticed on the new regulations and how to get a listing of them.

Mr. Chandler inquired about the status of updating the Board members. Ms. Hurley advised that she has not heard of any replacements for the Board but will ask if there is any progress.

Mr. Parsell stated he would be attending the annual meeting of The Conference in New Orleans at the end of February.

Mr. Parsell revisited the establishment permit requirements if there are two different funeral businesses running out of the same facility. He asked if the two separate businesses would need to have their own establishment permits.

Mr. Maloney advised that there was nothing in §3117 of the license law that states there would need to be more than one permit but recommended that the Board review the law and regulations on their own.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, March 27, 2018, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Chandler moved, seconded by Ms. Hovington, to adjourn the meeting at 10:40 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Meredith Hurley". The signature is written in a cursive, flowing style.

Meredith Hurley
Administrative Specialist II